



Horizon Utilities Corporation is one of the largest municipally-owned electricity distribution companies in Ontario, providing electricity and related utility services to 234,000 residential and commercial customers in Hamilton and St. Catharines. As a sector leader in operations, conservation initiatives and sustainable development, we are the Ontario Energy Association's "Company of the Year".

We are seeking bright minds to help bring innovative energy solutions to our customers and communities. Smart meters, smart grids, renewable energy technologies, energy plans for sustainable communities, and energy conservation programs for customers-these are part of our future. Make them part of yours.

The Opportunity:

ACCOUNTING CLERK

(Hamilton, Ontario)

Main Responsibilities:

- Manage full cycle accounts payable for all legal entities
- Match purchase orders to supplier invoices following established procedures
- Scan and email all supplier invoices to the respective departments for approval on a timely basis
- Analyze and input cheque requisitions not requiring purchase orders after verifying
- Ensure approvals are complete in accordance with Corporate Expenditure Policy
- Communicate and liaise with vendors and staff regarding payments, statements and reconciliation of invoices to purchase orders
- Process all foreign exchange transactions
- Complete various allocations, including but not limited to utility, phone and VISA payments
- Prepare weekly cheque runs, match to invoices, distribute cheques and file backup in a timely fashion
- Complete supplier statement reconciliations
- Cancel cheques for re-issuance and clear inter-company accounts
- Maintain and manage all accounts payable files
- Maintain and manage cheque register of issued and void cheques
- Support and participate in corporate Health and Safety initiatives and programs
- Preparation of weekly accounts payable reports
- Reconciliation of accounts payable sub ledger
- Perform other duties as assigned

Qualifications:

- Successful completion of Secondary School Diploma (OSSD) or recognized equivalent
- Demonstrated knowledge of MS Office applications (Word & Excel & Outlook)
- Excellent written and oral communication skills
- Excellent interpersonal, time management and organizational skills
- Demonstrated financial analysis skills
- Demonstrated knowledge of Accounting and Generally Accepted Accounting Principles
- Experience working in an ERP environment would be a definite asset

We offer an excellent working environment, competitive compensation and benefits packages, pension plan and opportunities for professional development. Find us on the web at: www.horizonutilities.com

If you are interested in joining our team of highly skilled and knowledgeable staff, please submit your resume to careers@horizonutilities.com for consideration. When applying for position please quote AC 2010 in subject line.

Horizon Utilities Corporation is an equal opportunity employer. We thank all those who apply for the position, however, only those selected for an interview will be contacted.